# Data Elements for
# IT Inventory Maintenance through ISIS application

Upon entering Arizona's IT inventory maintenance application, ISIS, the user is presented with two choices: Applications or Assets. GITA distinguishes between Commercial-off-the-shelf (COTS) or Government-off-the-shelf (GOTS) software and software applications that have been developed specifically for an agency or modified specifically for an agency. Both kinds of software are tracked, but in different categories. Applications include all *custom-developed* and/or modified software and a very distinct set of data elements is collected while Assets include both hardware and COTS/GOTS software. COTS software is listed for inventory purposes under Software, then its appropriate category. For instance, Acrobat Reader can be found under Freeware while Acrobat is found under Utilities. Most software and all hardware fall under Assets.

## ASSETS: HARDWARE AND SOFTWARE

Hardware and software assets are the usually the largest portion of an agency's IT inventory. This information provides the most useful data to IT stakeholders and is most useful for agencies in management of their assets. IT inventory is structured into six asset groups; namely,

- End user devices (such as PCs, laptops, printers, or scanners)
- Mainframes
- Minicomputers
- Servers
- Software that runs on all of above devices
- Telecommunications

Within each asset group, there are multiple asset types. For instance, under End user devices, available types include printers, scanners, plotters, PCs, and laptops.

Under each asset type are many specific products or asset codes. Potential manufacturer names are also provided along with the option of OTHER. ***OTHER should only be used as a last resort as it provides no information to the state.*** A description of OTHER is needed in the COMMENTS field, so that these products can be added to the current listing during inventory review.

GITA's IT Planning manager can be contacted (preferably by email for accurate spelling) to get either a manufacturer or an asset code added to the database, which takes only a matter of minutes.

## *Definition of Data Elements for Assets, both Hardware and Software*

Location: This *optional* field is strictly for agency use. The agency determines whether this field is used and how locations are reported. However, it is recommended that no commas be used inside this field.

City: This *optional* field is for agency use only.

Manufacturer: This **required** field contains the manufacturer of the item. A menu of manufacturers and software publishers is provided for the agency to choose from beside the ISIS icon. If the manufacturer of the product is unknown, choose OTHER or ask the IT Planning manager to research it for you.

Serial Number: For hardware assets, either the Serial Number or the Asset Tag Number **must be provided** in order to save the information. Additionally, Serial Number for software assets is required to save the record. If the agency doesn't want to place actual serial numbers for software within ISIS, any unique alpha-numeric series is acceptable, e.g. the first few digits of the serial number.

Asset Tag Number: For hardware assets, either the Asset Tag Number or the Serial Number is **required** in order to save the information. It is also strongly recommended that software be tracked as well.

Asset Group:  This **required** field organizes all assets into the six categories mentioned above.  Choose from the drop-down list in the field.  Whatever is selected in Asset Group will determine possible choices under Asset Type.

Number of Licenses:  This **required** field is for software assets only, allowing the agency to report identical software assets in aggregate.  For example, if the agency has 100 copies of Office 97, then place "100" in this field.  However, agencies may report software packages individually by inputting serial numbers for each package, if they so desire.  In that case, the number of licenses would be recorded as "1" per record.

Asset Type:  This **required** field that organizes assets into subcategories.  Choose from the drop-down list in the field.  Whatever is selected under Asset Type will determine choices of Asset Code.  There is an "Other" selection, if your asset doesn't fall into any other type.

Maintenance Type:  This *optional* field provides a way for the agency to track the manner in which a hardware asset is maintained.  Select from one of the options in the drop-down list.

Asset Code:  This **required** field is the lowest level used to organize assets.  This field also has OTHER as an alternate selection, in case the asset is truly unique.

Maintenance Vendor:  This *optional* field that contains the vendor that maintains the hardware asset.

Model:  This *optional* field contains the model of the hardware asset, at the agency's option.  Other identifying information may also be placed here.  This field is only present when inputting hardware assets.

Version:  This *optional* field contains the version of the software asset.  This field is only present when inputting software assets.

Acquisition Date:  This *optional* field allows the agency to capture the date the asset was purchased.  Agencies can also use this field to capture the received date, billed date, or another date that is more useful to them.  Format of this field is MM/DD/YYYY, where June has only 30 days.

Asset Status:  State statutes require maintenance of a list of all IT assets that are "owned, leased or employed" by the State.  "Employed" means an asset in use by State employees while doing their jobs, which might be owned by another entity such as the federal government or by ADOA.  This is a **required** field.

Unit Cost:  This *optional* field contains the cost of the asset.

Disposition:  This *optional* field is primarily used by an agency to retire an asset yet still maintain a record of what has happened to it.  A drop-down list provides choices of various ways the asset may leave state service, including interagency transfer, non-operative, obsolete, risk management (lost or stolen), surplus property, and trade-in.  *If disposition is present, then Disposition Date becomes a required field.*

Disposition Date:  This *optional* field identifies the date that the asset leaves state service, in the format of MM/DD/YYYY.

Comments:  Additional information about the asset may be placed here at the agency's discretion. If OTHER is used, comments are necessary for clarification.


## APPLICATIONS

Data of interest on custom-developed software applications includes many different elements. These elements aid the state in determining the nature of the application, so a description as well as several standardized categorizations is requested.  In addition, the operational platform(s), database(s) used, programming tools used for development, its current lifecycle state and whether it is a critical application are also of interest.  Criticality is important from a continuity of government operations perspective as well as whether it is a critical application for agency business or not.

## *Definition of Data Elements*

Application Name:  The name of the application is required, either the official name or the most popularly used name of the application.

Application Description: A very brief description of the use and/or purpose of the application.

High Level Category:  A choice of eight high-level categories are provided; namely,

| | | |
|---|---|---|
| Public information | Public Transaction | Agency Administration |
| Intergovernmental transaction | Program management | Government to business |
| Criminal justice | E-government citizen benefits & service | |
| E-government Business service | E-government Inter-Governmental | |
| E-government Intra-Governmental | | |

If none of the selections seem applicable, choose "Agency Administration."

Functional Adequacy:  The users' assessment of the functionally adequacy of the application.  The choices are either high, medium or low.

General Category:  This field further categorizes the application into ten functional bins; namely,

| | | |
|---|---|---|
| Asset management | Case management | Data warehouse Data mining |
| Document management | Financial | Geographic information system |
| Grant application | Human resources | Licensing. |

 Use the "Other" selection, only if none of the above seem appropriate.

Strategic Importance:  This field signifies an evaluation of the strategic importance of the application to the agency's mission.  It is possible for an application to have high strategic importance and yet be listed as non-critical.  Choose either high, medium, or low.

Application Platform:  Select the operational platform for this application; namely, Mainframe, Minicomputer, Server or Stand Alone PC.
 For UNIX systems, select SERVER for any multi-tasking application running on a UNIX platform; i.e., more than one person has simultaneous access.  Choose "STAND ALONE PC" for UNIX applications, where the software is directly accessed using the computer in which the application resides.

Lifecycle:  Choose the current lifecycle stage; namely,
- Development, if the application has not yet been placed in production,
- Enhancement, if the application is being upgraded/ updated,
- Maintenance, if the application is operational,
- Retirement, if the application will soon be or is no longer in service.
  (The application may also be deleted, if it is no longer in service.)

Database:  Select the database product that captures the information within the application.  If the database is not listed, select OTHER and provide the database name in the OTHER field.

Presentation Type:  This field indicates the type of user interaction or experience with the application; namely,
- Client/Server for all non-web applications that have a graphic user interface (GUI).
- CRT for dumb terminals and for DOS applications on PCs.
- Terminal Emulation for applications with CRT-like presentations that are accessed using a PC and may have GUI like characteristics because of third party software.
- Web-based for applications on the Internet.

Origin:  This field identifies the source of the application, when it was *originally* acquired by the agency.  The options are Contractor, Purchased, In house Development or Combination.  Choose "Combination", if the application was acquired using more than one of the listed sources.

Critical:  Choose "Yes", if this application is critical to the conduct of business by the agency.

For instance, if public health or safety is in jeopardy when this application is not working for longer than 24 hours; or if legal suits may be filed against the agency when the application is not working within 72 hours; or if there is a court order or statutory requirement for the application to be available within specific time frames.  It is possible for an application to have high strategic importance and yet be listed as non-critical.

Program Tools: Select as many program tools as necessary from the list provided and hold down the control key while clicking on more than one program tool listed.  If you don't see a particular program tool, you may select OTHER and type it in the Other field.

Estimated Users:  The estimated number of people who regularly use the application, rounded to the nearest whole number.

FTE State:  The number of full-time equivalent (FTE) state employees, rounded to the nearest whole number, who maintain the application.

FTE Consultants:  This field contains the number of full-time equivalent consultants (non-state employees), rounded to the nearest whole number, that maintain the application, if applicable.

Comments:  This optional field is for agency use to further elaborate on the software application.

***Note***: The Comment field is required, if you selected OTHER in the Database or Program Tools fields.
*All of the above fields, except Comments, are mandatory.*